



Mohave for Members

Mohave Educational Services Cooperative, Inc.
(928) 753-6945 (Mohave) (520) 888-9664 (ASPIN)

(Revised 01/15/26)



Welcome

Mohave administers a statewide cooperative purchasing program.

Welcome new member of Mohave Educational Services Cooperative, Inc.

Mohave contracts are an option for your agency to consider for a variety of procurement needs.

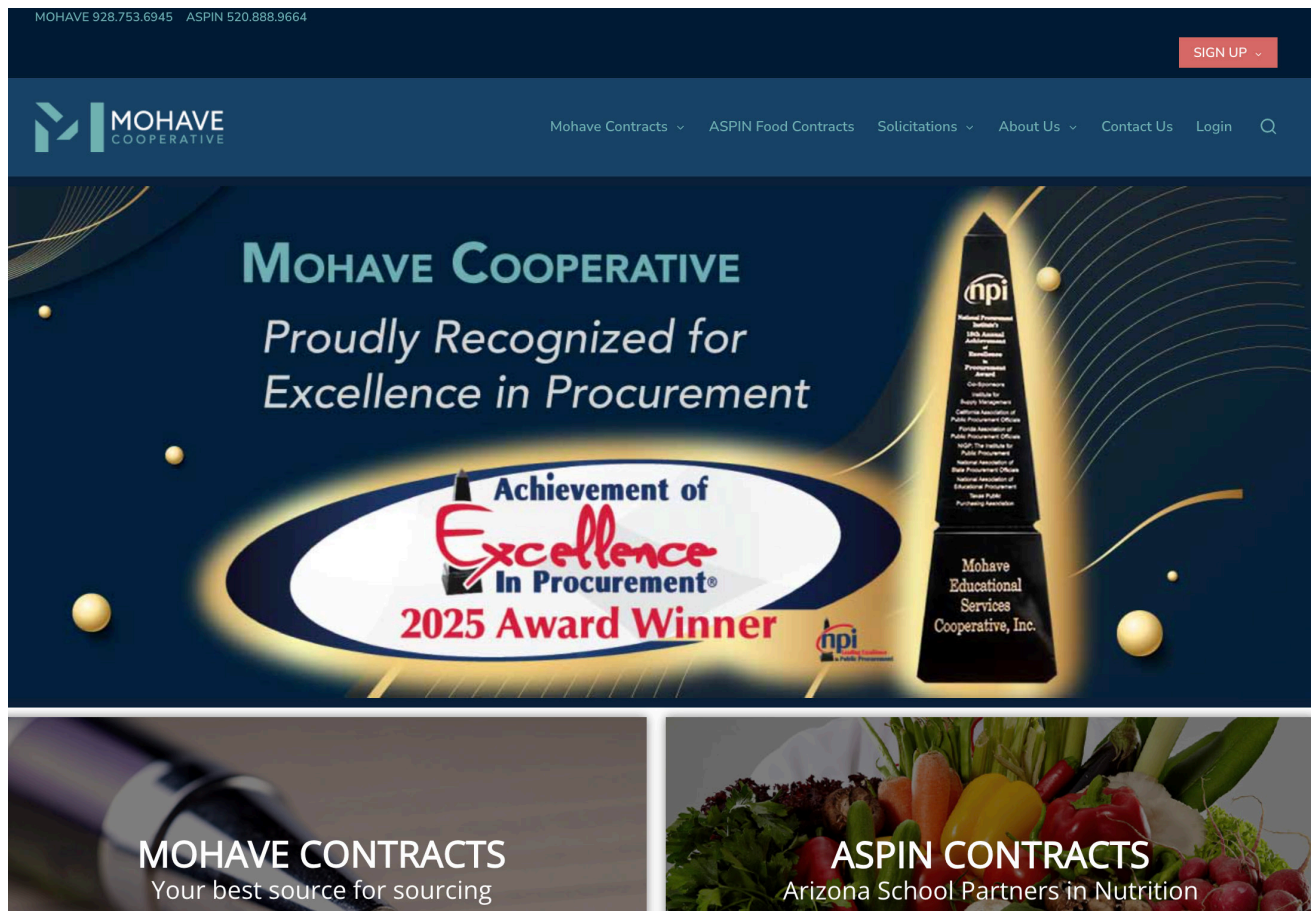
This presentation is designed to help you successfully use Mohave contracts.

Your feedback and questions are appreciated and will help us develop future presentations.

Why Mohave?

- Quality cooperative contracts for goods and services that comply with state statutes, rules and regulations.
- Efficient, effective and economical procurement.
- Accessible contract documents, pricing and due diligence materials.
- Quality assistance with performance, payment and other needs.
- Reputation for integrity and professionalism.

Mohave Resources



To locate Mohave cooperative contract information visit www.MESC.org.
You may search by key word or browse by category.

Mohave Website Login Access

Mohave will issue a unique log-in and password for each member entity. This will give you access to:

- Mohave vendors and contract information
- Contract pricing and documents
- Due diligence information
- Solicitations in process
- Member handbook with Mohave processes
- Information on ASPIN (Food Service Program)

Mohave Contract Information

Product/Vendor finder on Mohave website lists all current Mohave contracts

- Locate specific vendor and open their page
- Navigate to "Pricing & Docs" tab
- Log in to review contract information and pricing
- Mohave contact information

Order Process 1

Step 1

- Find the Mohave Contract
- Review documentation for due diligence
- Contact vendor for quote if needed
- Issue PO to vendor and send to Mohave for review
- Mohave will forward the PO to the vendor for processing

On average, Mohave's purchase order processing time is less than 1 day.

Obtaining Quotes from Vendor

Step 1A

- Contact the specific vendor (Contact information listed on Mohave website)
- Notify vendor that you are seeking a Mohave contract quote
- Provide the vendor with a complete description of your needs
- Verify quoted price to Mohave contract pricing Pricing information is listed on Mohave website

Sample Purchase Order (PO)

1 PO Issued to vendor.

2 Mohave contract number

3 "MESC REVIEWED" stamp.

4 Amount of the admin fee & pass through items is noted on the cover

5 File name for the price list Mohave used to confirm prices is also noted on the cover.

6 Corrections are made by Mohave as needed. Mohave reviewed items are highlighted, check marked or circled.

Purchase Order		ST. JOHNS UNIFIED SCHOOL DISTRICT		No. 120214				
P. O. Box 3030		St. Johns AZ 85936						
Invoice each PO separately	Send 2 Copies of Invoices	MSDS sheets must accompany all products						
Please send packing slip	Mail Invoices to above address							
P.O. # MUST BE ON ALL DOCUMENTS	P.O. is void after 90 Days							
P.O. Date: 07/27/2011	Questions ? Christy Moulton (928) 337-2255	Ext: 1200	Account: 266895					
P.O. Issued To :		Ship To:						
1 HILLYARD / FLAGSTAFF		03 ST. JOHNS MIDDLE SCHOOL						
2377 N. STEVES BLVD.		Attn: E. K.						
FLAGSTAFF AZ 86004		P.O. Box 3060						
		555 W. 7th South						
		St. Johns, AZ 85936						
		(928) 337-2132						
Contact: THOMAS JAKARY	Location: 03 ST. JOHNS MIDDLE		Req# 223					
Phone: (800) 289-4195	Fax: (928) 526-4247	Project: UNDEFINED						
Reference:	Date Required: 08/09/2011	Award Number:						
Line	Qty	Unit	Part#	Description	Unit Price	Extended	Tax	Freight
1	11	EA	HIL123003	HAND SOAP	36.09	396.99	36.13	59.55
MOHAVE CONTRACT # 02C-HILL-0520 Expires 7/19/2014								
FAX TO MOHAVE 928-719-3232								
<div style="display: flex; justify-content: space-between;"> <div> <p>4 Admin feeable \$ 396.99</p> <p>Pass Thru \$ 41.68 Shipping @</p> <p>(For vendor use in reporting.)</p> </div> <div> <p>MESC REVIEWED</p> <p>hill.discountammayand pricing 0723/11/15</p> </div> </div>								
APPROVAL SIGNATURES:						<div> <p>6 Sub-Total: 396.99</p> <p>Freight: 41.68</p> <p>Tax: 36.13</p> <p>Total Amount: 492.67</p> </div>		
<p>NOTES:</p> <p>_____</p> <p>_____</p>						<p>Order Via: _____ Fax _____</p> <p>VENDOR COPY</p> <p>Page 1 of 1</p>		
Wednesday, July 27, 2011								

Purchase Order (PO) Double Check

Avoid PO Delays

- Make sure Mohave contract number is on your purchase order.
- Send the purchase order to Mohave (make sure it is signed).
- List complete description of goods or services.
- Submit required documentation
- Respond promptly if notified of an error.
- Submit your purchase order prior to any goods or services being provided.

Invoicing and Payment

Step 2

- Vendor will submit invoices to the member after products and services have been delivered.
- Payment will be made by the member directly to the vendor.
- Progress billing is permitted if the member agrees prior to issuing the PO.
- Payment terms are Net 30 days from receipt of invoice.
- Quick pay discounts are available on some contracts.
- Failing to pay in accordance with the contract's terms are a violation of the Cooperative Purchase Agreement.



Special Order Processes

To assist with efficient contract use and order management, certain contract types require varying order processes.

These specific processes and sample purchase orders are covered in the Member Handbook located under the Resources/Brochure tab on our website.

- Direct Online Orders
- Leasing (financed purchases)
- E-Rate
- In-store purchases

P-Cards

P-cards may be used for Mohave contract purchases.

The decision to accept p-card purchases rests solely with the vendor.

Mohave may perform pre-purchase review of P-card purchases.

P-card purchases must comply with contract terms and pricing.

The member pays the P-card provider.

The vendor remits admin fee to Mohave.

Keys to Success

Issue a purchase order before requesting goods or services.

Use Mohave resources.

Verify Mohave approved contract pricing.

Notify Mohave of any purchase order changes.

Familiarize yourself with Mohave's contracts and processes.

Request assistance from Mohave with purchasing issues.

Provide Mohave with current entity contact information.



Mohave Staff

Contract Specialists:

- Responsible for any contract questions including price update reviews and approvals.
- Capable of answering any contract questions and assisting with contract interpretation or controversies.

Order Compliance Specialists:

- Reviews and logs POs and forwards orders.
- Resolves any questions with POs and quotes.
- Assist with purchase order questions.

Other Personnel: Contact information for all Mohave staff is available on the “Contact Us” page of our website.

The Contract Specialists, Contract Compliance Specialist and Order Compliance Specialists are identified in the contract record within each specific vendor’s page.

Mohave Contract Compliance

Mohave’s members must comply with applicable rules, regulations and statutes, including but not limited to:

Arizona Revised Statutes

Title 41, Chapter 23 (Arizona State Procurement Code)

A.R.S. § 15-213-A (School Procurement)

Title 34 (Public Buildings)

A.R.S. § 38-305 (Conflict of Interest)

Arizona State Board of Education School District Procurement Rules

A.A.C. R7-2-1001 et. seq.

Uniform Commercial Code (UCC)

Common Law

